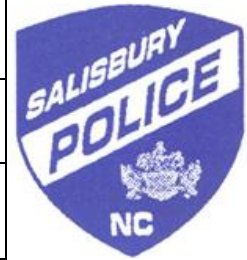


SALISBURY POLICE DEPARTMENT

Operational Policy 0430	Issued by: J.P. Stokes, Chief of Police	No. of Pages: 10
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CALEA Reference: 84.1.4, 41.1.5

I. PURPOSE

The purpose of this directive is to establish policy and procedure for the utilization of the K-9 Unit.

II. POLICY

The Salisbury Police Department will operate a Police K-9 Unit to provide additional specialized capabilities provided by a police K-9.

III. DEFINITIONS

- A. Canine/K-9: Trained police work dog
- B. Canine/K9 Handler: A Salisbury Police Officer trained to control and utilize a police work dog
- C. Canine/K-9 Team: Handler and a trained police work dog
- D. K9 Supervisor: A Salisbury Police Department supervisor selected by the Chief of Police to serve as the coordinator of K-9 Unit and its operations
- E. N.C.P.D.A. Certification: A certification of police work dog capabilities from the North Carolina Police Dog Association.
- F. In-Service K-9 Training: Periodic refresher and advanced police work dog training sponsored by the Salisbury Police Department and approved by the K-9 Supervisor.

IV. PROCEDURES

- A. Organization and Administration
 - 1. K-9 Handlers shall be chosen by the Chief of Police through recommendations of the K-9 Supervisor after an assessment of the officer's skills and abilities and recommendation of their supervisory chain of command.

2. Canines that are owned by the Salisbury Police Department and will not be considered personal property of the handler: department canines will not be involved in any activities that are not job-related unless previously approved by the Chief of Police.
3. Canine not owned by the Salisbury Police Department, but personally owned by a Salisbury Police Officer, may be utilized with a proper executed agreement and understanding between the officer and the department with the approval of the Chief of Police. The agreement shall stipulate the canine will be used under the same conditions as a department owned canine.
4. K-9 officers shall be provided with specialized equipment necessary for the care of their assigned K-9. The K-9 officer shall be responsible for the proper care and security of issued equipment and shall notify the K-9 Supervisor of any needed replacement or supplemental equipment. This shall include, but is not limited to:
 - a. K-9 Kennel
 - b. K-9 House
 - c. Water/Food Bowl
 - d. Leash
5. Each officer is responsible for the well-being and maintenance of his assigned K-9. The K-9 officer must familiarize himself with the basic responsibilities for health and care of a working police dog. All injuries and illnesses suffered by the K-9 must be reported to the K9 Unit Coordinator via Blue Team. Details of the injury or nature of the illness and any medical attention received must be included in the report.
6. The K-9 officer will be responsible for filing and maintaining all pertinent reports and training logs, as well as certificates, health records, and all other documentation, with regard to their assigned K-9.
7. Officers assigned as K-9 Handlers will:
 - 1) be assigned a vehicle, either marked or unmarked, that is equipped with cages to house the Canine and all necessary equipment, each vehicle intended to transport a Canine will be marked so as to make all persons aware to exercise caution because a police work dog may be inside or nearby.
 - 3) be responsible for the maintenance of the vehicles assigned to them.
 - 4) be authorized to operate K-9 vehicles for the purpose of carrying out assigned duties and for maintaining and transporting department K-9's.
 - 5) complete training regarding special functions related to the vehicle. Training on the operation of a police K-9 vehicle may occur during an officer's initial K-9 certification training or through an informal training session with another department K-9 officer.

6) whenever practical, not leave the K-9 transport vehicle idling and the K-9 Handler should use the kennel provided at the PD facilities.

7) not leave a K-9 transportation vehicle idling in the enclosed PD garage at any time and will use the designated K-9 vehicle parking spot.

8. Police K-9's are not permitted to be in the Police Building except for a legitimate police purpose. When the K-9 Officer is in the Police Building, the Canine should be secured in a police canine transport vehicle or the police kennel.
9. While on duty with the assigned Canine, the K-9 Officer will wear the uniform approved by the Chief of Police. When performing other duties without the Canine, the K-9 Officer will comply with requirements of Personnel Policy 0513, *Uniforms and Equipment*.

B. Calls for Service

1. The use of K-9 teams should be considered in the following calls:
 - a. crime in progress;
 - b. fleeing suspect;
 - c. disturbance in progress;
 - d. incidents in which a search or tracking operation can be used,
 - e. drug searches; and
 - f. other calls in which the shift supervisor requests a K-9 team.
2. When practical, K-9 teams should not be dispatched to calls for service that tend to require a lengthy investigation. Calls of this nature remove the K-9 team from a ready status and hamper the nature of the police work dog. The K-9 teams will accept all calls for service unless specifically excused by a supervisor.
3. The responding K-9 officer will contact supervisory personnel when, in his opinion, a call for service requiring use of the K-9 is outside the capacity of the dog and/or would present an unnecessary level of danger to the officer, dog, or others present (e.g. drug search when dog is not trained for this operation). The K9 officer shall have the final determination in the utilization and application of the police K9, therefore cannot be deemed insubordinate if the K9 officer's decision is in conflict with a supervisor.
4. When other patrol units are dispatched to calls that may benefit from use of a K-9 team, the K-9 officer should make himself available for assistance. Actual on-scene response must be assigned by the dispatcher or supervisor.

C. Call-Out Procedures

1. During regular duty hours, any police personnel may utilize K-9 teams. If a K-9 team is on duty, it will respond at the request of the investigating officer. Such request must be conducted through proper communications procedures.
2. If a K-9 team is not on duty, the Watch Commander shall evaluate the circumstances surrounding the incident and determine if a K-9 team is warranted. This supervisor will initiate the call-out for the K-9 team.
3. At the time of the request, the K-9 officer shall be advised of the nature and location of the incident, the nature of the K-9 service desired, and the name of the investigating officer in charge of the scene.
4. Upon arrival of the K-9 team, the investigating officer will ensure that the officer is fully aware of the circumstances surrounding the incident and any dangerous conditions that exist.
5. Upon arrival, the K-9 officer shall be in charge of the search area in which the K-9 is to be deployed.
6. K-9 officers will not respond to other agency requests for assistance, either on duty or off duty, unless specifically authorized by the on duty Watch Commander.

D. Searches and Tracking Operations

1. Building Searches
 - a. When circumstances indicate that an unauthorized person(s) may be hiding in a building or similar structure, the investigating officer should establish a perimeter around the building.
 - b. The K9 officer will assume control of the building search activities upon arrival. No police personnel should enter the building except as directed by the handler. The K-9 officer will determine whether the police dog should search on a lead or be released into the building.
 - c. A verbal warning or announcement shall be given prior to all building searches and enclosed area searches, identifying the Police Department and that a trained police dog will be released into the building or enclosed area, if the person inside does not surrender within a reasonable period of time.
 - d. When practical, an attempt should be made to notify the owner of the building, to determine if any authorized personnel should be inside the building.

2. Evidence Searches

- a. A K-9 team may be requested if there is reason to believe that a suspect has discarded evidence by dropping the item in flight or attempting to hide it in a field, wooded area, or other open area.
- b. Evidence searches are generally conducted in a manner similar to tracking operations as stated in V-D-4 of this policy.

3. Narcotic Searches

- a. If a request is made for the assistance of a K-9 team to search for illegal narcotics, the K-9 officer should be notified as to the general area to be searched. K-9 teams should not be informed of a precise area (e.g. specific locker or parcel), only a general area (e.g. a row of lockers or parcels). This ensures reliability of the K-9 search in court.
- b. In cases involving the execution of a search warrant, officers should secure the scene and contain all persons present in one (1) area. Once secured, the K-9 team will enter and begin the search. As the search progresses, persons present will be moved to an area already searched by the K-9 team.
- c. When a K-9 team is requested for a narcotics search, no officer shall search the area prior to the K-9 team's arrival. This is to prevent any human contamination of the search area.

4. Tracking Operations - The immediate establishment of a crime scene perimeter may be the single most important factor that determines success or failure of a tracking operation. Other factors that must be present when requesting a K-9 team for tracking purposes are:

- a. The officer must be able to determine the path taken by the suspect or person to be tracked (point last seen);
- b. The track must be clear and free of contamination by other persons;
- c. The investigating officer must establish the perimeter around the scene.

E. Use of Force

- 1. Although the use of a police K-9 for the purpose of criminal apprehension is not regarded as deadly force. Generally, the K9 may be used under the same conditions that a police officer would use his baton or other non-lethal weapon. Therefore the utmost discretion will be used to ensure that the person to be apprehended has committed a serious offense, is resisting a lawful arrest, or there is imminent danger or potential for bodily harm to a police officer or citizen.

When releasing a police K-9 to apprehend a fleeing suspect the K9 handler shall, if possible, verbally warn the fleeing suspect that the K9 will be released. If the suspect stops fleeing, resisting, or otherwise surrenders, the recall command shall be given to the Police K9.

2. The use of a police K-9 may be regarded as a use of force, dependent upon the particular manner in which the K-9 is used. When a police dog is used to apprehend or physically control a suspect, a Blue Team must be completed by the involved officer(s) by the end of their shift. The K-9 handler must submit the Blue Team for review and approval by the Shift Supervisor in accordance with Operational Policy 0404.

F. Crowd Control

1. Use of K-9 teams should be a last resort for controlling large crowds, riots or civil disorders. It will be the responsibility of the Incident Commander to determine whether K-9 teams are called to the scene.
2. It is the responsibility of the K-9 officers to ensure that K-9s are not deployed haphazardly. Great caution should be used in deploying K-9 teams in heavily populated or congested areas.
3. When subjects are throwing objects and/or are armed, use of the K9 will be left to the discretion of the K9 handler.

G. Training of K-9 Unit

1. The success of an effective police K-9 Unit lies, in large part, with both the officers and the K-9s of the organization. It is important, therefore, that training procedures be firmly established and maintained.
2. The K9 Unit Coordinator shall be responsible for coordinating training and certification of the K-9 teams.
3. Each K-9 officer will be certified within the department annually in addition to the North Carolina Police Dog Association (N.C.P.D.A.) certification. The process for department evaluation is as follows:
 - a. Each K-9 team will be evaluated in all areas of deployment in which they are capable. However, each team must demonstrate proficiency in all of the following areas:
 - (1) tracking;
 - (2) narcotics detection; and
 - (3) evidence search.

Dual-purpose dogs, which are trained in apprehension, must demonstrate proficiency in apprehension-related tasks as well.

- b. If a K-9 team fails any portion of the departmental evaluation, that team must be re-evaluated within sixty (60) days of the failure. That K-9 team is prohibited from performing the failed task in the field until proficiency is demonstrated at re-evaluation. If the team fails to demonstrate proficiency within 60 days, the handler shall be placed on probation, given an additional thirty (30) days to be evaluated again. If proficiency in the previously failed task is then demonstrated, the handler shall be removed from probationary status. If proficiency in the previously failed tasks is not demonstrated, the handler shall be removed from the K-9 team.
 - c. Any failure to demonstrate proficiency during an N.C.P.D.A. Certification shall be governed by the same rules outlined above in section V,G,3b.
- 4. An in-service training program will be established at the direction of the K9 Unit Coordinator or his designee. The K-9 teams are required to attend scheduled training.
- 5. Daily training of the work dog is strongly recommended and shall be permissible on duty at the approval of the Watch Commander. Based on a demonstrated need, the K-9 team may attend outside training facilities to increase effectiveness and efficiency in meeting current or extended Departmental goals. A Training Request form, detailing the need and logistics of this training, must be completed and submitted through the chain of command.
- 6. If any injuries are suffered during K-9 training to either the K-9 officer or the work dog, a report must be forwarded to the K9 Unit Coordinator. This report must be done by memorandum, detailing the injury, medical assistance, and any other necessary information. The K9 Unit Coordinator should be notified immediately of the injury. A copy of this memorandum shall be forwarded to the City of Salisbury Risk Management Department.

H. Documentation

Whenever a K-9 is used a Use of K-9 Blue Team is to be completed and maintained by in the Blue Team data base.

I. DEA Registration

- 1. The Department shall possess and keep current a researcher registration from the U. S. Drug Enforcement Administration. The purpose of maintaining this registration is to provide the K-9 teams with authentic narcotic substances with which to train the teams.

2. Strict rules and regulations govern the use of these narcotics and must be followed without fail. The K9 Unit Coordinator shall keep on file a copy of these regulations and ensure that those authorized to handle the narcotics adhere to said regulations.
3. The only persons authorized to handle the training narcotics procured from the DEA are as follows:
 - a. Special Operations Lieutenant
 - b. Evidence Custodian; and
 - c. Other designated K-9 handlers.
4. The Special Operations Lieutenant, or designated handler in his absence, will be responsible for handling the training narcotics. Procedures for obtaining narcotics for training are as follows:
 - a. The training narcotics procured from DEA shall be stored in a fireproof safe within the evidence storage area.
 - b. The K9 Unit Coordinator, or designated handler in his absence, shall check out training narcotics directly from the Evidence Custodian prior to training sessions, and return the narcotics to the Evidence Section immediately following the training session.
 - c. A log shall be kept by the Evidence Custodian detailing the checkout of the narcotics. Procedures for completion of the log are as follows (CALEA 84.1.4):
 - (1) The log will list the weight of the narcotic(s) and be signed by the Evidence Custodian and the K9 Unit Coordinator or the designated handler, at the time of each checkout.
 - (2) Any variance shall be reported by Blue Team to the K9 Unit Coordinator, including the probable reason for the variance (e.g. accidental destruction, bag tear, package scratched/torn by canine, etc.).
 - (3) Narcotic logs will be kept in accordance and in compliance with DEA regulations.
5. The K9 Unit Coordinator will be responsible for ordering and receiving the DEA narcotics. All necessary paperwork pertaining to the use of these narcotics will be completed and maintained by the K9 Unit Coordinator
6. No other items of evidence (narcotics or otherwise) shall be stored in the designated training narcotics safe.

J. Additional Training Aids

1. Training aids will consist of actual controlled substances (cocaine, marijuana, heroin, etc.) No synthetic substances will be used for any purpose.
2. Controlled substances seized as a result of violations of state or federal law may be converted to training aids upon authorization by a court order. The order should specify the drug type, amount, purpose and receiving agency.
3. The K9 unit coordinator shall divide up the controlled substances seized through the court order to be distributed amongst the individual K9 handlers for training. The controlled substances shall be secured in separate airtight containers in the rear storage/trunk area of the K9 handlers patrol vehicles for use for training.
4. A complete inventory of all training aids secured in the K9 handlers patrol vehicle will be maintained and updated annually. This inventory, as well as all records, will be maintained and subject to inspection at all times.
5. If at any time, any drugs become damaged, lost or destroyed during training the K9 handler shall immediately notify the K9 unit coordinator and complete a Blue Team report.

K. Medical and Veterinary Procedures

1. Each canine handler is responsible for taking their assigned canine in for an annual checkup and responsible for keeping the canine up to date on all required shots, vaccines or any other medical treatments that are deemed necessary by the veterinarian.
2. Each handler is responsible for administering monthly preventative medications for heartworms, fleas, ticks or any other parasites.
3. Each canine officer will be issued a soft muzzle to put on their canine before the canine receives any kind of treatments or exams at the veterinary office unless it is a medical emergency or the canine is incapacitated.
4. Each canine handler will stay with the canine for the examination and or treatment in the veterinarian's office unless the canine has to stay for an extended time for observation.
5. All medications and treatments will supplied by an agreed upon veterinarian.
6. All visits, treatments and medications will be approved by the Special Operations Lieutenant.
6. All medical procedures, preventative medications and treatments will be paid for by the Salisbury Police Department unless there is sufficient cause to believe that

the actions of the handler caused, precipitated or aggravated the animal's injury or ailment.

L. Retirement and Relief of Police K9's

1. When a police K9 can no longer be utilized for law enforcement purposes because of age, health, injury or other reason the K9 will be retired or relieved from service.
2. A K9 may also be relieved if the handler is transferred, promoted or retires and a decision is made by the Department not to retrain the dog for another handler. The decision to retire or relieve a police K9 will be made by the Chief of Police in consultation with appropriate resources.
3. When feasible the retired K9 will be offered to the last handler or other competent person. Upon retirement the K9 will become the responsibility of the individual who accepts same regarding food, veterinary treatment, liability and general care.